

Friends of the Sharon Public Library Minutes, Board meeting on June 10, 2019 –  
potluck held at Elizabeth Kassab's house

Prepared by: Joanne Blatte

**Present:** Elizabeth Kassab, Carolyn Weeks, Kate Mason, Joanne Blatte, Kirstin Gray,  
Giselle Princz, Amity Kelley

**Key Tasks assigned at this meeting:**

**All:**

Think of fundraising ideas and events for next year

**Amity:**

Handle adopt a book fulfillment, as needed

**Elizabeth:**

Create and send newsletter

**Giselle:**

Handle adopt a books and memberships, as needed

Send thank you to OBOT donor

Request price reduction on beach tags

Go to bank with Kate to make Kate an authorized signer

Work with Lee Ann and Karen Mafera on museum pass purchase and programming  
invoice process

**Joanne:**

Select adopt a books, as needed

Contact Bay State Books Company about pre-purchasing

Contact Eileen to see if she wants a book that we put aside

Follow-up with Sustainable Sharon about bag day

**Kate:**

Handle membership, as needed

Review membership totals – by levels

Contact Zuneira to discuss Foundation efforts

Email board roles flyer to new board members

Go to bank to make Kate an authorized signer

Purchase gift card for Gary

**Kirstin:**

Contact Colleen Tuck to see if she would lead a panel discussion at our annual meeting

Kirstin motioned to approve May minutes  
Giselle seconded  
Motion passed

Financial Report:

Giselle had computer issues so we will review at our next board meeting

We purchased beach tags from Rec dept:

- 1 car tag
- 2 walk-in tags
- 4 reduced rate (senior) tags

Giselle mentioned that there was confusion about museum pass purchasing process. Karen Mafera will handle purchasing and re-ordering of the museum passes. Giselle and Karen need to determine the best process for paying for the passes. Giselle will work with Lee Ann and Karen to agree on a process and create a process document.

Karen requested we get another car beach tag for \$80

Kirstin motion to buy a 2<sup>nd</sup> car beach tag  
Carolyn seconded  
Motion passed

Giselle will contact Rec dept to see if they will give us a discount on the purchase of the tags.

Giselle still needs to send thank you for a donation that OBOT received. Since donations go into our bank accounts, we need to acknowledge the donation.

Kate and Giselle need to go to bank to make Kate an authorized signer.

Library Foundation:

We discussed that friends board members who want to donate to the Foundation should donate through the Friends to offset our pledge.

Board members should notify Giselle of their planned donation. Kate, on behalf of the Friends, already submitted our pledge to the Foundation. No payments are due until the state allocates the grant money (hopefully in July) and the Foundation requires the donations.

Square Jam:

Square Jam is August 1<sup>st</sup>. Square Jam is celebrating 25 years. We discussed whether we want to have a table this year. We can't sell anything. There are already arts and crafts tables. The Foundation will have a table. The Foundation has raised around \$300,000 already and is now targeting raising the whole \$10 million. We decided that it

isn't worth having a table – it is so busy and focused on kids, no one wants to carry printed material around with them. It would be difficult to promote us or really connect with people

#### Fundraising:

Kate will organize a summer brainstorming session on new fundraising ideas.

Kate will reach out to Zuneira to discuss Foundation events vs the Friends so we don't conflict. We would like to continue to run "small" fundraising events. Kate will let Zuneira know that the Foundation should contact us if they need volunteers for their events.

One idea is Vinovations - Wine class or tasting. We can't have alcohol at the library. We thought this might be a better idea for the Foundation.

#### Book Sale:

Kate will look at membership totals to see if we are getting people to join at higher membership levels.

Joanne distributed notes from this year's sale. Joanne will follow up with Larry O'Connor (BayState Book Company) to understand how he gets paid.

We put 50 books aside to see if we could sell them for more. Brattle Book store does not want them. None of us are really interested in trying to sell them online. Eileen Spielman and India-Mae Fraser had expressed interest in two of these books. Joanne will follow-up with them to see if they are still interested. Elizabeth wants the Civil War series.

Joanne will ask Lee Ann if More than Words still has to pick up some books. We could add these books to the pile.

Next year, we will specially-price books, not try to sell them later.

Bag day – Next year, we would like to stop using plastic bags. We discussed selling by weight (we would buy scales) or providing reusable bags. Joanne has contacted Sustainable Sharon to see if they have suggestions or can help obtain reusable bags.

Kate will purchase a \$30 gift card for Gary as a thank you for helping us.

#### Newsletter:

Elizabeth will create and send a June newsletter. Newsletter will include a recap of the book sale and promotion of museum passes

#### Trustee Update:

Town considering buying Freeman property next to new library.

Trustees will now meet with neighbors who abut new library at 6:30-7:30pm prior to every trustee meeting. The neighbors have designated 3 people to represent them at these meetings – all neighbors can attend meetings. The next trustee meeting is June 19<sup>th</sup>.

**Board members:**

Joanne asked Cara if she is able to help with membership and/or adopt a book. Post meeting update: Kate and Cara are meeting to discuss membership responsibilities Michael Della Bitta is interested in joining the board. Kate will email the flyer describing board roles to the new board members.

**Annual Meeting:**

Kirstin will email Colleen Tuck to see if she is interested in leading a meeting on town government. Colleen is a former selectperson who could speak about the various forms of town government and what happened in 2009 with the charter commission's proposal of changing our form of government.

Our next board meeting is Monday, September 9th at 7:30 pm.

Giselle motioned to adjourn  
Kirstin seconded  
Meeting adjourned